

## **Renewing Materials Online**

### **Getting to the website**

1. Please go to the library website at [www.tylerlibrary.com](http://www.tylerlibrary.com).
2. Click the CATALOGS AND DATABASES link toward the left of the screen.
3. Click the LIBRARY CATALOG link.

### **Logging into your Account**

1. At the bottom-right of the screen enter your library card number (the 14 digit number on the back of your card below the barcode) at the USER ID: prompt.
2. At the time you registered, the software assigned the word changeme (no space) as your PIN. If you have not since changed your PIN you should enter the word changeme at the PIN prompt.
3. Click the "My Account" link near the top of the screen at the right.
4. Click one of the links under "My Account" to view your account, change your pin, renew your material or change your address.

### **Renewing Your Materials**

1. Click the RENEW MY MATERIALS link.
2. You will see a list of the materials you have checked out and their due dates.
3. You may renew only selected items by clicking the appropriate boxes to the left, then clicking the RENEW SELECTED ITEMS button at the bottom of the screen.
4. You may renew all the items on the screen by clicking the RENEW ALL option above the title list, then clicking the Renew button at the bottom of the screen.
5. The software will not allow you to renew any items that are overdue or that have already been renewed once. The only audio-visual materials that may be renewed are books-on-tape.
6. When you have clicked the Renew button, a dialog box will appear showing whether you were successful and the new due date. The due dates shown on the overall list of titles may not be updated until the screen is refreshed (by logging back into your account or by clicking your browser's back button and then re-entering the renewal page).